

**FACILITY: COLLIDER ACCELERATOR DEPARTMENT**  
**CHAPTER: XVII "OPERATOR AID POSTINGS"**

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<b>GUIDELINE</b>	<b>PERFORMANCE</b>	<b>EXCEPTIONS</b>
1) Operator Aid Development a) Anyone can develop an aid, but facility personnel must be informed of the importance of controlling such information	1) Operator Aid Development a) Operations aids are maintained on the <a href="#">Operation's Web-site</a> . Rules for controlling such information are in <a href="#">OPM 1.2</a> , "C-AD Documents."	1) Operator Aid Development None
2) Approval a) The Operations Supervisor must approve all operator aids. Aids which alter procedures should be incorporated into procedures.	2) Approval a) The Head of the Main Control Room approves of all operator aids. See <a href="#">OPM 1.2</a> , "C-AD Documents." Aids are not used to alter procedures.	2) Approval None
3) Posting a) Posted materials should be located near their area of use and not obscure any instruments or controls. Aids should be protected and properly secured	3) Posting a) Aids may be viewed via computer "windows" at each of the five control consoles in the MCR. They do not obscure any instruments or controls. Aids are protected and properly secured by the Head of the Main Control Room.	3) Posting None
4) Use of Aids a) Aids should supplement approved procedures and not be used in lieu of them	4) Use of Aids a) Operator aids do not contain material that is procedural in nature. They contain maps, equipment lists and non-emergency call-down lists, for example.	4) Use of Aids None
5) Documentation a) A listing of all approved operator aids should be maintained and audited	5) Documentation a) An operator-aid index is on the <a href="#">Operation's Web-site</a> . Aids are maintained and audited by the Head of the Main Control Room.	5) Documentation None
6) Review a) The approved aid list should be reviewed periodically to assure outdated aids are removed and missing aids are replaced. As procedures are updated, related aids should be updated.	6) Review a) Operator aids are reviewed periodically by the Head of the Main Control Room. See <a href="#">OPM 1.2</a> , "C-AD Documents" for review requirements.	6) Review None